

Finance Newsletter

Volume 2, Issue 9

June 2007

PAC Training-Sessions

- The next PAC Training is June 13, 2007, at 1300 hrs in the basement classroom of One-Stop.
- PAC Training for the outlying units, (via teleconference), is scheduled for June 14, 2007 at 1300hrs.
- It will cover Permissive TDY.

Office Training:

- **The DMPO will be closed from 0800-1130 every Thursday morning for office training. (This includes the Mobilization/Demobilization Office)**
- The office will **reopen at 1130.**

continued on page 2

Hours of Operation:

Mon-Wed 0800-1600

Thurs 1130-1600

Fri 0800-1600

Daily Briefings:

Separations – Tues, Thurs 0930

Retirements – Mon 1100,

Tues thru Fri 1030

In-Processing – Mon, Tues, Thurs 1300

(All Briefings are held in the Briefing Room, in the basement of the One-Stop.)

Office Hours for Submitting UTL's/Customer Service

Dena Emerson/Elaine Hudson
Chief, Customer Service & Chief, Transitions Section

The office hours to submit UTL's are **0800-1200hrs** Monday thru Wednesday, and Friday. UTL's will only be accepted from **1130-1500hrs** on Thursday.

Just a reminder...***ALL documents*** must be submitted on a UTL.

Note**-Customer Service will not accept UTL's on the 1st day of the month (military payday***). If the 1st falls on a weekend then Finance will not accept UTL's on the Friday preceding.

INSIDE THIS ISSUE

- 1 PAC Training
- 1 Hours of Operation
- 1 Office hours for submitting UTL's
- 2 Hail and Fairwells
- 2 DMPO Directors Notes
- 3 Holiday Closure
- 3- Assignment Incentive Pay
- 4 DITY Moves

Hail, Farewells & Other News:

- Farewell to Phillip Williams who will leave our office on 8JUN07.
- Congratulations to Stephanie Adkisson on the birth of a new baby girl on June 5th.

DMPO Director's Notes:

Congratulations to DMPO employees:

Letters of Appreciation have been issued to Kathy Smith and Phillip Williams for their outstanding performance in the annual NAFCO inspection.

Kudos to those employees who accomplished 100% coding accuracy:

7-11MAY07: William Wester, Stephanie Adkisson, Palmmer Cranfield, Kay Godbey, and Phillip Williams.

14-18MAY07: Kay Godbey, Dieter Rittman, and Palmmer Cranfield.

21-23MAY07: Cynthia Mendy, William Wester, Trinette Coleman, Sabrina Womack, Dieter Rittman, and Scott Tschauner.

2-6APR07: Sabrina Womack, Dena Emerson, William Wester, & Dieter Rittman.

- A. The DFAS goal is to process at least 98% of all pay documents on time. Currently the installation as a whole has a 96.36% for the month of MAY

2007. We appreciate your continued efforts to send all documents to the DMPO within 30 days of the effective date on the document.

B. We realize there may be issues to work out but strongly believe this will provide much better service and faster payment to the Soldier.

Congratulations to all the units that met the timeliness goal for May 2007:

46th AG

DENTAC

2ROTC

1/46th Inf

2/46th Inf

HQ ATB

5/15th Cav

3/16th Cav

1/16th Cav

Ohio Veterinary Command

LEC

Recruiting Supp Cmd

3rd Rec Bde

100th Division

2/16th Cav

3/81st Arm

233rd

USA Elem Def Courier

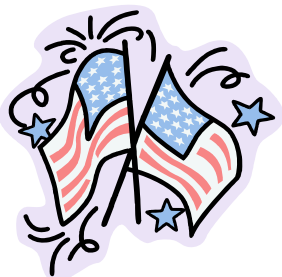
We appreciate your cooperation in getting Soldiers their entitlements in a timely manner. Keep up the good work!

Personnel Inputs:

- Effective May 4, 2007 Finance no longer inputs name changes.
- If you have any problems with your name, contact the local Personnel office.
- Local POC is: Thomasena Parker 624-5265.

Holiday Closure:

- The Finance Office will be closed Wednesday July 4, 2007 in observance of Independence Day.
- The office will reopen on July 5th, 2007 at 0800 with limited staff.



Defense Travel System

- The email address for the DTS Tier 2 Help Desk is Shirnell.marr@us.army.mil, and her telephone number is 624-6237.
- Any organizations that need training on DTS should contact the Help Desk with your name, unit & telephone number.
- All DTA/ODTA's need to email: a copy of your organization & DTS organization code, your telephone number and email address to Ms. Marr.

Termination of Quarters:

- Finance no longer accepts the termination of quarters for allotment stops.
- Allotment stops are handled through Military Assistance Company (MAC).
- POC's at MAC: Rick Boswell (RBoswell@fknc.com) or Pam Bolton (PBolton@fknc.com)
- Telephone number: 1-866-812-7531 ext: 2373 or 2214.
- MAC wishes to express that they enjoy working with the Fort Knox installation.

Assignment Incentive Pay:

(extensions beyond 12 months Boots-on-the-Ground)

Effective immediately, for the purposes of paying Assignment Incentive Pay (AIP), the Secretary of the Army may designate certain military assignments in which Active Component and Reserve component soldiers agree to serve beyond 12 months BoG in Iraq (to include stating in Kuwait), Afghanistan, or certain theater units (units that routinely conduct operations in or support units in Iraq but are not based in Iraq), as eligible for AIP. This approval is subject to the conditions provided below and the establishment of an effective date prospective from the date the Army announces the incentive program.

This memorandum signed by the Principal Deputy Under Secretary of Defense (P&R) on August 6, 2004, with respect to any Army AIP agreement entered into on or after the date of this memorandum.

(Continued on page 4)

The Army's extension incentive program will be available to Active Component soldiers in echelons above brigade assignments who are not subject to unit rotations and who volunteer to be extended upon completion 12 consecutive months or 12 months out of the previous 15 months BoG in Iraq, Afghanistan, or certain theater units, for up to an additional 12 consecutive months. It will also be available to Reserve Component soldiers who volunteer to be extended or reassigned to another unit upon completion of 12 months BoG in Iraq, Afghanistan, or certain theater units for up to an additional 12 consecutive months. The soldiers eligible for AIP will receive \$300 per month for up to 3 months' extension; \$500 per month for up to 6 months' extension; and \$6000 in a lump sum payment for 12 months' extension.

All AIP payment shall be consistent with section 307a of title 37, United States Code.

No AIP agreements shall be entered after December 31, 2008, subject to congressional reauthorization of section 307a of title 37, United States Code. Provided the AIP statutory authority is reauthorized, the expectation is that no contracts would be entered into after September 30, 2009. The need to continue the program beyond September 30, 2009, will be reassessed at that time.

Prior to receiving payment of AIP, the member shall sign a written AIP agreement, worded as follows (included in section IV, Remarks of DA Form 4187):

"I [Rank, Last Name, FI, MI, L4-SSN], volunteer to serve in _____ [specify billet] for [specify the number of months] _____ months beyond my _____ [12-month] or [period greater than 12 months] boots-on-ground assignment in _____ [Iraq (to include staging in Kuwait)], [Afghanistan], or [certain theater units not based in Iraq that routinely conduct operations in or support units in Iraq] that ends on _____ [specify date]. I agree to accept Assignment Incentive Pay (AIP) in the amount of _____ [\$300 per month for a 3-month extension]; [\$500 per month for a 6-month extension]; or [\$6,000 lump sum payment for 12-month extension] (partial months will be prorated) for the additional period I serve in the assignment designated under this agreement. If paid monthly, AIP shall continue to be paid to me during my assignment for the months specified above. Any lump sum payment shall be paid upon acceptance of this agreement by the Secretary of the Army. Failure to complete the service requirement described above may result in the termination of this agreement and repayment of any unearned portion of the AIP payment. I further understand that repayment will not be sought if my inability to complete this service requirement is due to my death, illness, injury or other physical impairment which was no the result of my misconduct, or is the result of any other circumstance determined to be reasonably beyond my control."

DITY MOVES:

The following are guidelines for turning in DITY Move Packets at Fort Knox, Ky. DITY Packets will be accepted Monday – Thursday at 15:00 on the 2nd floor of BLDG 1384 (ONE STOP)

Please have the following documents, in the order below, filled out prior to turning in the packet. If any documents are missing you will be asked to return at a later date with all the required documents.

1. DD 2278 (application for Do It Yourself Move and Counseling Checklist) - Make sure you have signed and dated block 10a/b. Please do not sign in blocks 12a/b/c.

2. Orders Front/Back and amendments – Orders must state shipment of household goods authorized. If not, must have amendment. Make sure your DITY Move is from/to authorized location on orders. If you have moved from points other than your authorized areas, ensure your DD 2278 reflects the actual locations.

3. Full and empty weight tickets – Must be a certified weight ticket. Please ensure your name, rank, SSN, and type of vehicle weighed (ex. U-Haul, 00 Ford F150 with boat etc) is on the ticket. Ticket must specify empty or full. The weight ticket must have the name of the place where you obtained your weights and **MUST BE SIGNED** by the *weigh master*. If not, it is not a valid ticket and no incentive money will be paid. If you are using a scale that does not have the address on the weight ticket then you will need to put the address and phone number so we may verify the ticket. If you are making multiple trips, please label the ticket to show trip 1, 2 etc. If we are unable to determine the correct weights according to your weight tickets then your packet will be processed as reimbursement only.

Third axles must be justified (i.e. POV with boat). Tow/Auto Transport dollies are not authorized. If one was used, make sure it is not weighed with the rental truck empty or full or it must be attached during both weights.

4. Rental contract – The type of rental truck/trailer used must be indicated in block 7g on the DD 2278. You will need to turn in BOTH the rental agreement and the turn-in receipt.

5. Vehicle Registration - If you are using a POV or privately owned trailer (utility only) according to the DD 2278 then you will need to provide a copy. If the trailer does not have a registration then you will not be paid for the weight of it (weight must be on both the full and empty tickets). If the vehicle does not belong to you then you will need to provide a letter from the owner stating you can use the vehicle. Please keep in mind whatever vehicle you use must be authorized in Block 7g of the DD 2278. The weight tickets will be matched to the authorized vehicles. If the type of vehicle on the DD 2278 doesn't match what you are using then you will need to change that block and place your initials next to it.

6. DITY move expense sheet (checklist) – Please list all expenses as indicated on the form. You will need to provide receipts for all claimable expenses. Please tape your receipts to a plain sheet of paper. Food, lodging expenses, and oil changes are not authorized. Must provide the origin and destination points of the movement. Signature and date is required on this form.

7. DD1351-2 (Travel Voucher) – Must be signed, dated and the following blocks filled out: Blocks 1-11. Sign and date blocks 20a/b.

8. A Special Power of Attorney is needed by an authorized person (i.e. spouse) to sign finance documents in order for the settlement of entitlements to be processed.